



The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.

NOTICE OF JOB OPENING

JOB TITLE: Assistant Project Manager – ERP Implementation

PCN: 6102323002

DEPARTMENT: County Auditor – ERP System Implementation

HOURS: 40 hours per week

JOB DESCRIPTION: The Harris County Auditor's Office is seeking a Project Manager (PM) who will serve as the **Assistant Project Manager** to the Enterprise Resource Planning Project Manager (EPM) for our extensive Tier 1 ERP system implementation project. The PM will be expected to provide professional project management oversight, leadership, and expertise for the Auditor's Office under the leadership of the EPM during every phase of the project, while fostering and facilitating collaborative and positive working relationships with other major stakeholder departments, the Information Technology Center, various project teams, vendors, officials, department heads and other pertinent individuals.

WHAT WE OFFER:

- Competitive salary of up to \$140,000 per annum
- Vibrant Downtown Houston location
- Excellent Benefits and Wellness programs
- Zero-Premium Employee Only Medical Plan
- Outstanding Retirement Program
- Continuing Professional Education available
- Collaborative Environment
- Corporate Memberships
- Subsidized Transit/Commute

JOB REQUIREMENTS: The successful candidate must possess a Bachelor's degree in Computer Science, Business Administration, or a related technical field. Five to seven years of successful experience and proven history independently managing and delivering large-scale, complex, multi-year, financial system implementation projects (entire ERP implementation life cycle) for large public sector governments.

- Significant experience with Organizational Change Management and the related planning, execution and/or management of formal OCM activities will also be considered.
- PMP Certification and 5 to 7 years of experience managing projects.
- Technical and working knowledge of ERP functionality (major financial applications), and enterprise architecture.
- Experience with successful contract negotiation and management skills and track record.
- Demonstrated ability to multitask within a dynamic environment, with rapidly changing and diverse/competing priorities.
- Strong presentation, verbal and written communication skills along with the ability to articulate complex ideas in easy to understand business terms to all levels of executives/management and staff and interact in both functional and technical areas.
- Extensive knowledge of government financial processes and the ability to effectively manage time, prioritize work across many assignments.
- Extensive experience in project management software such as Microsoft Project, Clarity, or equivalent PPM tool and MS Office Tools (Word, Excel, Project, PowerPoint, Visio).
- Self-motivation, fluency in the written and oral use of the English language, acute attention to detail, and excellent interpersonal and team-oriented leadership skills are required.

TO APPLY:

Interested candidates should indicate the Title of the job in the subject line of the email. Submit your resume via email to: Apps.HCAO@aud.hctx.net.

Candidate must be legally eligible to work in the United States. We do not provide visa sponsorship.

Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 40 lbs.

This position is scheduled to last for the duration of the implementation of the County's new financial and accounting system, which has not yet started but is projected to last several years. However, the duration could be shorter or longer. At the end of the implementation project this position may be eliminated and the incumbent may either be transferred to another position within the Auditor's Office and/or County or be terminated. Employees on the Implementation Team may be transferred by management to a full time regular position at any time after commencement of employment.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY